

Instructions for using the Severe Injury Reporting System SIRS001, Version 1.2

Before you run the programs:

1. You will need to run these programs with Access 2000
 - Copy the SIRS001 program into the folder of your choice.

To run the programs:

- Open the file in Access. You will see the Main Menu screen.
 - *First time use only* (for every different computer that you use this program with):
 - Click on “Tools”, “Options”, “Edit/Find” tab,
 - Under “Confirm”, de-select “Action Queries” (remove the check mark from the box)
 - This is necessary to eliminate errors during analysis
2. To customize your community name, roadway information, and CHS facility information, etc:
 - To add your local communities, simply click on the “Community” button and enter the names of your communities, one per line, click on the button on the lower left of this view to exit the community entry
 - Hit the F11 button on your keyboard
 - Click on “Tables” under the Objects button on the middle left of the screen. This lists all the tables that you can customize. The ones that you will be most likely to customize are the community, roadway, and facility tables.
 - Open the table you want to modify
 - Delete entries that you do not want by clicking on the box with the triangle in it—to the left of the entry. This will highlight the entry, and then you can press the delete key. Answer “yes” to the prompt to delete the row.
 - To add custom entries, simply type in the entry in the row to the right of the * in the table’s box. Close the table (click the x at the top of the table to the right).
 - When you’re done with the tables click to get out of Access.
 3. Under Data Entry Procedures:
 - Open the SIRS file again.
 - Click on “Incident Primary Data” button. You will see the Severe Injury Incident Primary Data form open. Click on the maximize button (the box symbol at the top of the form) to open the form completely into the window.
 - ID # automatically numbers each record beginning with 1. You do not make an entry into this field.
 - The Age and Age Group fields are calculated automatically; you do not make an entry into these fields.
 - Some of the fields have drop down boxes; select an entry in these by clicking on the ▼
 - Enter the appropriate information in the blank boxes (numbers or letters)

- When you get to the External Cause of Injury box, just click on the type of injury (Assault, Drowning, etc.), enter the E-code, then click on the Open Injury Data button. This will take you into the supplemental form for the type of injury you selected. (Note: you do not have to use the supplemental form if you do not wish).
 - Note: If you are entering data in the MVC supplemental form, you have the option of entering GPS coordinates for crash locations.
- When you are finished with entering data for that record click on this symbol at the bottom left of the form ? * This will take you into the blank form for the next record. You will notice that the record number by this symbol changes as you add a new record.
- If you want to move between forms, click on either the ◀ or ▶ symbols at the bottom left of the form.
- When finished entering your records, click on the x box at the top right of the form you are working on (this applies to the Incident form as well as the Supplemental forms). This takes you back into the Main Menu. (Not the x at the very top of the screen—this will close the entire program!).

4. Data Analysis:

- Basic reports can be selected using the buttons under “Report and Query Procedures”. To use these reports:
 - First, enter the date range that you are interested in under Report Date Selection (use this format: mm/dd/yyyy)
 - Then click on the button for the report that you want.
- Reports specific to each injury cause are accessed in the following manner:
 - Enter your date range as above.
 - Select the injury type that you are interested in (Falls, MVC, etc.) from the drop down box above Report Date Selection
 - Click on the “Run Selected Injury Summary” button to generate the report.
- Note: These reports may be printed or exported into Word or other documents.
- To close the report screen, hit the x in the square box at the top right of the report (not the x at the very top of the screen—this will close the entire program!).
- Note: the “MVC Incidents by GPS Location” button groups MVC incidents by each separate mvc **injury** entered, not by each vehicle or crash that occurred!

5. Ending the session:

- To end your session, simply hit the Stop Sign icon at the bottom left of the Main Menu screen.

Questions? Contact Diana Kuklinski, 218-444-0503

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